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CITY OF OAKLAND



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Office of the City Manager
Henry L. Gardner
City Manager

March 14, 1983

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TO: All Interested Persons, Associations
and Organizations

SUBJECT: The Development Process in Oakland

At a recent conference attended by representatives of neighborhood associations, builders, City staff and others concerned about the process through which proposed development projects must go to obtain approval from City Hall, a request was made that the City produce a short publication describing the steps involved.

We are transmitting herewith such a publication for your use and information.

The ideal development process is one which balances the concerns of citizens with regard to change and impact upon their neighborhood, the concerns of developers and applicants with regard to having their projects reviewed fairly and expeditiously, and the concerns of City staff with regard to satisfying the requirements for public safety and the aims of overall public welfare.

Adjustments in the process to achieve an ever improving balance among these different interests have been made in the past and will continue to be made in the future.

If you have any comments or suggestions about this material, please address them to the City Planning Department, City Hall (273-3941).

Sincerely,

A handwritten signature in ink, appearing to read "Henry L. Gardner".

HENRY L. GARDNER

Enclosure

THE DEVELOPMENT PROCESS IN OAKLAND

The purpose of this outline is to describe the steps by which major proposed construction or rehabilitation activities secure review and approval from municipal officials, boards and commissions and the City Council. Possible requirements of other governmental agencies (for example, the Bay Area Air Quality Management District or the Alameda County Health Care Services Agency) are not included. Also not included are actions outside of the governmental process, such as the acquisition of property, the arranging for financing, and the engagement of architects, engineers, surveyors and other consultants.

The information below also generally applies to minor projects, such as individual houses and room additions.

Projects within the area of jurisdiction of the Port of Oakland are not required to comply with the Zoning Regulations of the City; however, the City Charter (Section 627) does mandate that land use within the Port Area shall conform to the City's General Plan. Further, projects within the Port Area must obtain a City Building Permit.

With regard to residential construction only, State law now requires that each City designate a single entity to provide information on the status of pending permits. The City Council has directed that this be the Inspectional Services Department (Telephone 273-3442).


Two broad categories of development are outlined. The first is private projects -- those proposed by firms or individuals either for speculative investment purposes or for their own use and needs. The other is governmental projects initiated by the City of Oakland or another public agency. In order to keep the outline reasonably brief, all the details of each step described are not included. For further information, refer to the ordinances and codes of the City. For special financial assistance programs, contact should be made with the Office of Community Development or the Office of Economic Development and Employment.

I. PRIVATE PROJECTS

A. Initial Contacts

The developer, having resolved the basic nature of the project and having found the particular land to accommodate it, checks with:

- (1) Inspectional Services Department for Building Code and other legal requirements, special licensing and permit needs.
- (2) Zoning (City Planning Department) for conformity to land use and subdivision regulations, and needed review and approval under these laws.
- (3) Other Agencies. As recommended or directed by Inspectional Services and Zoning. For example, if a large offstreet



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parking area is involved, consultation should be made with the Traffic Engineering Department.

B. Plan Preparation - Building Permit

(1) If initial contact reveals that the project will require no special approvals, or if the developer can alter the original concept at this point so that no special approvals will be needed, preparation of construction drawings can proceed. Application can be made for a Building Permit (Inspectional Services) and, after processing and issuance of the permit, work can commence on the site. Many projects follow this direct route to completion, without any required special review, notice to the public, or involvement of citizen boards. The general procedure is as follows:

- a. For new structures or for structural alterations, construction drawings are submitted to the Inspectional Services Department for a plan check; a plan checking fee is collected.
 - b. These plans are referred to:
 1. Zoning, for confirmation that the proposal does conform to all requirements.
 2. Engineering and Design Services Department (Public Works), for investigation of drainage, soils, sewer, water and other requirements.
 3. Other departments, as needed, such as Fire Marshal and Traffic Engineer.
 4. Engineers Section (Inspectional Services), for examination of structural design.
 - c. Once plans are found to meet all requirements, the developer may receive, after paying the prescribed fee, the Building Permit.
 - d. During construction, City inspectors will visit the site to ascertain that the work is being done in accordance with approvals.
 - e. After final inspection, a Certificate of Occupancy is issued by the Inspectional Services Department, signalling project completion.
- (2) If special approval is necessary for some aspect or aspects of the project, preliminary plans should be prepared which are sufficient for such review. After all such approvals have been secured, construction drawings can then be prepared and a Building Permit applied for as set forth above.

C. Non-Zoning/Subdivision Approvals

Some projects may require, in addition to the Building Permit, a number of special approvals. No exact sequence is specified for these, and review for more than one can frequently be conducted concurrently. Sometimes zoning or subdivision approval, as described below, should take place before other actions in order to avoid wasted time and effort.

- (1) Grading Permit. Under certain circumstances, a permit to excavate and fill is required from the Office of Public Works.
- (2) Demolition or Moving Permits. The project site may contain an existing building or buildings. Permits issued by the Inspectional Services Department are needed to demolish or to move a structure. If it is a residential property, it is posted; in the case of moving permits only the property to which the structure will be moved is posted. For demolition requests, notification posters are also placed in the immediate neighborhood. The general public is permitted to respond to these proposals. In some special cases, zoning approval is also necessary for these actions.
- (3) Code Variances. Variances are on occasion requested from the Building Code, the Housing Code, the Plumbing Code and other technical requirements. These are handled by small boards composed of citizens with expertise in these areas. Since the issues are technical in nature, notice is not given to the neighborhood, although board meetings are open to the public.
- (4) City Manager Permits. The Oakland Municipal Code specifies that certain proposed activities shall obtain a special permit issued by the City Manager. These are activities in which the character of the applicant and the exact nature of the business need to be reviewed in order to assure a legal operation without undue police problems. Among these are pawn-brokers, dance halls, and massage services. The property is posted with a notice in each case and a hearing is conducted by the Manager's Hearing Officer. The Manager's decision may be appealed to the City Council.
- (5) Other Miscellaneous Permits. There are a variety of other permits that may be needed in some cases. This list is not exhaustive.
 - a. Business License. All commercial enterprises require a business license. This can be done late in the development process and will be routine matter if all other requirements have been met.

- b. Tree Removal Permit. Certain trees are protected under local law. To remove such a tree, a permit must be obtained from the Office of Parks and Recreation (application is made through Inspectional Services). A public notice must be placed on the property involved. The permit application is acted upon administratively, and this decision may be appealed to the City Council by the applicant or any interested person.
- c. Encroachment Permit. The developer may propose to extend some portions of the project into an adjacent public street (for example, landscaping planter boxes). A permit from the Office of Public Works is needed for this. Review and action are handled at staff level with no notice to the public.
- d. Driveway and Sidewalk Construction. Any construction activity within the street area, including the opening of a new driveway access in the curb, requires a permit from the Office of Public Works. Review and action are handled at staff level with no notice to the public.
- e. Obstruction Permit. Obstruction permits, such as for temporary construction barricades in the street area, are handled by the Traffic Engineering Department.

D. Zoning

If initial contact indicates to the developer that some special approval for the project will be necessary because of the provisions of the Zoning Regulations, the developer should consult with the City Planning Department at an early stage. In fact, a proposal to construct five or more new dwelling units on a lot in a high density residential zone requires a pre-application conference between the developer and staff. Staff encourages pre-application conferences for other types of proposals as well. At any such conference, staff will advise the developer of known neighborhood associations in the area of the project and will urge the developer to contact them for the purpose of early notification and possible citizen input. For some projects, more than one of the procedures listed below are required. These can sometimes be combined into a single application.

- (1) Minor Variances and Minor Conditional Use Permits. Some projects may not conform to the regulations in a small way or may require brief review. The potential impacts of such projects are limited. These situations call for Minor Variances or Minor Conditional Use Permits. A typical Minor Variance is a request to place a building closer to a property line than is permitted by Zoning. A typical Minor Conditional Use Permit is a proposal to locate a large child day care center in a residential zone.
- a. Application is made at the Zoning counter accompanied by the prescribed filing fee, preliminary plans, and other needed materials.

- b. Notification by mail is made to five neighbors of the property in question. Notice of filing will also be listed in the City Planning Department's periodic "Applications on File" publication. All subscribers to the department's agenda service receive this publication on a regular basis. The publication is also distributed to news media and others.
 - c. Action on the application is taken by the Director of City Planning (after a waiting period following notification). The Director may either approve, deny, or approve with certain conditions. The applicant and any person who has indicated interest in the case are notified of the decision. The decision becomes final five days after action unless it is appealed within that time.
 - d. Appeal to the Director's decision may be made by the applicant or any interested person to the City Planning Commission. This will be listed on the Commission agenda and any known interested person will be notified by mail. The Commission's decision is final in these cases.
- (2) Design Review. In some areas of the City, any new construction or any exterior change to existing structures is subject to approval for acceptability of appearance. Alterations to Landmark buildings and buildings within historic districts are also required to undergo design review, as well as proposed creation of five or more new units in high density residential areas.
- a. Application is made at the Zoning counter accompanied by the prescribed filing fee, preliminary plans, and other needed materials.
 - b. Notification is given in the same manner as for Minor Variances or Minor Conditional Use Permits describe above.
 - c. Action is taken by the Director of City Planning in the same manner as for Minor Variances or Minor Conditional Use Permit described above. If the application involves a Landmark or property within a historic district, it must be reviewed prior to this action by the Landmarks Preservation Advisory Board for the Board's recommendation. Proposed large buildings in high density residential zones must conform to design criteria adopted by the City Council. The decision becomes final ten days after action unless it is appealed within that time.
 - d. Appeal of the Director's decision may be made by the applicant or any interested person to the City Planning Commission. This will be listed on the Commission agenda and any known interested person will be notified by mail. The Commission's decision is final in most cases involving construction in high density residential zones. In all other cases, the Commission's decision becomes final within ten days unless

appealed to the City Council within that time.

- e. City Council will consider an appeal made by the applicant or any interested person. The matter will be placed on the Council agenda and known interested persons will be notified by mail. The Council's action is final.

(3) Major Conditional Use Permits. A good number of uses are allowed in any given location only if they first secure a Major Conditional Use Permit. This procedure allows for neighborhood input and provides a mechanism for close examination of the proposed project to determine its characteristics and its impact on the surrounding area. This examination could result in approval on condition that certain specified requirements are satisfied, or -- if the project cannot be made to be acceptable through such conditions -- in denial.

- a. Application is made at the Zoning counter accompanied by the prescribed filing fee, preliminary plans, and other needed materials.
- b. Notification by mail is made to five neighbors of the property in question. In addition, posters are placed in the vicinity of the project site at least five days prior to the public hearing. The application will be listed on the agenda of the City Planning Commission. All subscribers to the City Planning Department's agenda service will be mailed the agenda during the week prior to the hearing.
- c. Public Hearing is conducted by the City Planning Commission. The project will be explained by staff and the developer. Any interested person may speak or ask questions. The Commission also welcomes letters, petitions, or other written information. These may be mailed to the Commission before or after the hearing, or submitted at the hearing itself. The hearing will normally be closed after all relevant testimony has been heard; occasionally the Commission will continue the hearing to another date in order to give additional consideration to a project, or for other reasons.
- d. Staff Report and Recommendation is prepared and published by the City Planning Department after the project has been analyzed and assessed against the required findings of the Zoning Regulations and any guidelines or adopted policies. The applicant and known interested persons are mailed a copy of the report prior to the Commission action meeting.
- e. Action by the City Planning Commission is normally taken at its next meeting following the public hearing. As a rule, persons are not permitted to speak to the Commission at this meeting, but the Commission may direct questions to the applicant, staff, or others. A roll call vote is taken and the decision is announced. All known interested persons will be advised by mail of the Commission's decision.

The decision becomes final after ten days unless appeal to the City Council is made within that time.

- f. City Council will consider an appeal made by the applicant or any interested person. The matter will be placed on the Council agenda and known interested persons will be notified by mail. The Council's action is final.

(4) Planned Unit Developments. Large scale projects are in many cases required to obtain a Planned Unit Development permit; in other cases such permit is optional. The advantage of this procedure to the applicant is that it allows for freedom in project design to achieve optimum placement of buildings, open space, circulation ways, and other elements. Improved design benefits neighbors and the City as well.

- a. Application is made at the Zoning counter accompanied by the prescribed filing fee, preliminary plans, and other needed materials.
- b. Notification is made in the same manner as described for Major Conditional Use Permits above.
- c. Public Hearing is conducted by the City Planning Commission as described for Major Conditional Use Permits above.
- d. Staff Report and Recommendation is prepared as described for Major Conditional Use Permits above.
- e. Action is taken by the City Planning Commission as described for Major Conditional Use Permits above.
- f. City Council will consider an appeal as described for Major Conditional Use Permits above.
- g. Final Development Plan, showing the project in detail, is submitted by the applicant for determination of conformity to preliminary plans; approval as described above may call for carrying out the project in stages and, in that case, Final Development Plans are submitted in accordance with an approved schedule, for each phase. Known interested persons are advised by mail of consideration by the City Planning Commission of a Final Development Plan. The Commission's decision may be appealed to the City Council.

(5) Rezonings. Some developers may find that the zoning (e.g., residential, commercial, industrial) of their land does not permit -- even with a use permit -- the project they have in mind. If they are undeterred by this, they may request a zoning reclassification. Sometimes the City Planning Commission itself proposes a rezoning; the procedure below is basically the same in this case.

- a. Application is made at the Zoning counter accompanied by the prescribed filing fee, a legal description of the land, and other needed materials.
 - b. Notification is made in the same manner as described for Major Conditional Use Permits above.
 - c. Public Hearings is conducted by the City Planning Commission as described for Major Conditional Use Permits above.
 - d. Staff Report and Recommendation is prepared and published by the City Planning Department after the request has been analyzed. Any rezoning must relate to adopted land use policies and must be found to be appropriate to the given situation. The applicant and any known interested persons are mailed a copy of the report prior to the Commission action meeting.
 - e. Action by the City Planning Commission is taken in the same manner as described for Major Conditional Use Permits above, except that the Commission's decision is not final. A report and recommendation are forwarded to the City Council in all cases.
 - f. City Council. The matter will be placed on the Council agenda and known interested persons will be notified by mail. If the Council favors the rezoning, it must give first approval to an ordinance amending the zoning maps. Final action is normally taken two weeks later with the second approval of the ordinance.
- (6) Major Variances. If a developer wishes to pursue a project in which one or more elements deviate significantly from the requirements of the regulations, a Major Variance will be necessary. For example, the developer may propose to provide no offstreet parking where the law requires, say, 20 spaces. The procedure is the same as prescribed for Major Conditional Use Permits above. However, there is an important difference. A variance application is a request to be excused from having to satisfy the law of the City. Hardship conditions relating to topography or physical circumstances must be found.

E. Subdivision

Proposals to divide land or space (condominiums) for separate ownership are covered by the Subdivision Regulations. Sometimes (for example, a planned unit development) a project will need approval under both the Zoning Regulations and the Subdivision Regulations. In these cases, subdivision action follows zoning approval and such action is usually a routine matter, with most of the development issues having been worked out at the zoning review level. The process of converting existing residential

facilities to condominiums, since this is not a development project, is not covered here (please contact the City Planning Department). The procedures outlined below are applicable both to new land division and to condominium division (for example, a new multi-family building).

(1) Parcel Maps pertain to division into four or fewer lots or units.

- a. Waiver of this requirement is allowed generally when the division involves merely a minor adjustment of existing lot lines or where the total number of lots is not increased and a finding can be made that the proposal imposes no substantial adverse effect upon surrounding properties. Application is made at the Zoning counter with the prescribed filing fee and a precise map showing the new lot lines. No public notification is given, although if review suggests possible problems, abutting owners may be contacted. After processing through the Office of Public Works and the City Planning Department, the map is signed and the applicant must record a deed which reflects the lot line adjustment with the Alameda County Recorder. If a map is recorded at the option of the applicant, it must conform to County standards.
- b. Application for approval of a Parcel Map is made by submitting the prescribed filing fee, a Tentative Parcel Map, and other needed materials.
- c. Notification by mail is made to five neighbors of the property in question. Notice of filing will also be listed in the "Applications on File" publication.
- d. Referral to the Director of Public Works for report is required.
- e. Action on the application is taken by the Director of City Planning after the Public Works report is received. The applicant and other persons who have indicated interest in the case are notified of the decision.
- f. Appeal to the Director's decision may be made by the applicant or any interested person to the City Planning Commission within 15 days of the Director's decision. This will be listed on the Commission agenda and any known interested person will be notified by mail. The Commission's decision is final in these cases.
- g. Final Parcel Map is required to be submitted by the applicant to the Office of Public Works within two year following Tentative Parcel Map approval. The deadline for filing may be extended for up to three additional years. This usually is a routine matter with no notification to the public. The map is examined for correctness, completeness, and for conformity with the Tentative Parcel Map.

If the Director of Public Works is satisfied, the map is signed and the applicant files it with the Alameda County Recorder.

- (2) Tentative Maps pertain to division into five or more lots or units.
 - a. Application for approval of a Tentative Map is made by submitting the prescribed filing fee, a Tentative Map, and other needed materials, such as a soils report.
 - b. Notification by mail is made to five neighbors of the property in question. In addition, posters are placed in the vicinity of the project site at least five days prior to the public hearing. The application will be listed on the agenda of the City Planning Commission.
 - c. Public Hearing is conducted by the City Planning Commission.
 - d. Referral to the Director of Public Works for report is required. Staff will coordinate also with other appropriate agencies.
 - e. Staff Report and Recommendation is prepared and published by the City Planning Department after the proposal has been analyzed and report has been received from Public Works. The applicant and any known interested persons are mailed a copy of the report prior to the Commission action meeting.
 - f. Action is taken by the Commission and all known interested persons will be advised by mail of the decision.
 - g. Appeal of the Commission's decision may be made to the City Council within 10 days of Commission action. The matter will be scheduled for a Council agenda and all known interested persons will be notified. The Council's decision is final.
 - h. Final Map is required to be accepted by the City Council within two years of approval of the Tentative Map, but extensions of time for up to three additional years may be given. Final Map review is normally a routine matter with no notification to the public. If everything is in order, certification signatures are placed on the map and the applicant files it with the Alameda County Recorder.
- F. Environmental Impact Review. The California Environmental Quality Act (CEQA) requires, prior to action on a development project (unless the action is "ministerial" only -- i.e., involving no exercise of judgement), an assessment of the project's potential impact on the environment. Some types of projects are

exempt because of their small size. The process can take place concurrently with processing of development applications. If federal funds are involved, a process to satisfy National Environmental Policy Act provisions will also be needed.

- (1) Request for review, with the prescribed fee, is made by the developer to the City Planning Department at an early stage in project review, perhaps at the same time or even before the application for zoning or subdivision approval is filed. The need for such review should be apparent after initial contact or after a pre-application conference.
- (2) Negative Declaration, finding that the proposed project will not have a significant adverse effect on the environment, will be prepared by staff if, after initial study, staff determines that this finding can be made based on the facts. Posters advising of the Negative Declaration will be placed in the vicinity of the project site at least ten days prior to scheduled action on the project. Copies of the Negative Declaration are sent to all known interested persons. Any person may challenge the finding of no effect. If the City Planning Commission agrees with the challenge, it can direct that an Environmental Impact Report be prepared. If it accepts the Negative Declaration, it must act to approve it prior to acting on the project itself. Other officials and bodies who subsequently have jurisdiction over the project (e.g., the City Council), must also approve the Negative Declaration prior to making a decision on the project. Persons may challenge the Negative Declaration at these levels as well.
- (3) An Environmental Impact Report will be prepared if it is found, after initial study, that the project may have a significant adverse effect on the environment.
 - a. A consultant is engaged by the developer to do this work; the developer discusses consultant selection with staff and secures staff concurrence before hiring the consultant.
 - b. A Draft Environmental Impact Report is written, describing and assessing all of the potential impacts of the project. Suggested mitigation measures are put forth which are intended to lessen or remove such impacts. Alternatives to the project are also analyzed. When the report is released by the City Planning Department, posters are placed in the vicinity of the project site announcing the report's availability. All known interested persons and public agencies are notified about the report or mailed a copy of it. At least a 30-day period of public review must be provided, 45 days if the report is referred to the State (because of some State interest or jurisdiction). During the review period, any person may submit comments on the report. In some cases, the City Planning Commission may conduct a public hearing on the report.

- c. A Final Environmental Impact Report, incorporating and responding to comments received during the public review period, is prepared for action by the City Planning Commission. The Commission must review and act upon the report prior to acting on the project itself. Other officials and bodies who subsequently have jurisdiction over the project (e.g., the City Council), must also review and approve the Final Environmental Impact Report prior to making a decision on the project.

II. PUBLIC PROJECTS

A. City of Oakland

The exact procedure followed by City projects varies considerably depending on the nature of the project, who is advocating it, and how it is to be funded. The steps below set forth a general process. The Redevelopment process is not included; this process has special characteristics that are stipulated in State law.

- (1) A proposed project at a particular location (or alternative locations), identified as a result of staff study or other input, is referred by the Office of Public Works to appropriate City departments for determination of conformity with adopted plans and policies and with City codes and regulations. This is conducted entirely at staff level, with no notification to the public.
- (2) If a project involves acquisition of land, or construction of a building, it must be referred to the City Planning Commission for an advisory report as to the project's conformity with the General Plan. This will appear as an item on the Commission agenda.
- (3) The City Manager determines staff position and makes a recommendation to the City Council. Council gives preliminary approval through the annual budget process or through a special funding resolution. The matter appears on the agenda of the City Council, and the appropriate City department notifies all known interested persons so that they may attend the Council meeting and be heard if they wish.
- (4) Staff is directed to design the project. If the project is to be designed by a private consultant, a Request for Proposals is released to appropriate firms and a firm is selected.
- (5) Just as for private projects, designers make initial contacts with Inspectional Services Department, Zoning, and other agencies to ascertain requirements.
- (6) After preliminary plans are prepared, the project is submitted by the Office of Public Works for any needed zoning, subdivision, or environmental impact review, and is processed in a similar manner to that prescribed for private projects.

- (7) When final plans are completed, a call for construction bids is made. Council awards the contract, building permits are secured, and the project is constructed.

B. Other Public Agencies

Under State law, other public agencies are generally exempt from the requirements of local development controls, including zoning. They are not required to obtain a building permit although "non-fee" permits are requested to keep City records complete relating to new construction. The City is therefore involved in only a few ways.

- (1) If a project involves acquisition of land, or construction of a building, it must be referred to the City Planning Commission for an advisory report as to the project's conformity with the General Plan. This will appear as an item on the Commission agenda.
- (2) Permits are required for aspects of the project which clearly fall within the authority of the City -- e.g., the closing of a public street, new driveway curb cuts.
- (3) The City can comment on any Negative Declaration or draft Environmental Impact Report released by the public agency. When the City Planning Department receives such documents and the department is aware of interested persons or groups, it will contact the public agency to suggest that the agency also forward these documents to such persons or groups.
- (4) Interested persons and groups can, of course, participate in the development process of the public agency.

HOUSING WORKSHOP
FOR NEIGHBORHOODS,
DEVELOPERS, CITY STAFF,
COUNCIL MEMBERS & PLANNING COMMISSIONERS

December 4, 1982

AGENDA

Welcome/Purpose/Introductions

Background of Oakland's Development

Introduction of Facilitator

Role of Fac./Rec./Group

Agenda Review

Expectations

Positive Experiences

Identification of Needs

Planning Processes of Developer/City/Comm.

What Further/More Can Be Done To Improve The Dialog Between Neighbor./Dev.?

Next Steps/Summary

Closing Remarks

Positive Experiences

J. Rose - to plng. Comm. - to public Mtg. - met with developer, to bargain, to realize each others' problems. Met 8-10 times - not easy - trust

Result: Assn. believes in the project.

Peoples - positive from beginning to end.

Developer asked for meeting showed his model

Had sensitivity to site and neighbors

Blos - concern about drainage

Met with developers.

Project lapsed but permit still in effect.

Developer still meeting with neighborhood now that project renewed.

51st Street -

Developer reduced number of units.

Recognized value of green-belt worked w/landscape architect - local.

Worked with neighborhood group.

Lot East of Lake -

Developer worked with Brooklyn Nhd Assn. to increase units from 5 to 8.

Went door-to-door in neighborhood.

Plng. Comm. overruled City staff.

98th & MacArthur -

Dev. came to nbrhd first.

Brought density down.

73rd -

Self help building on land left over from street widening.

Developer works with commty from the beginning.

Two Ingred. for Success Collab.

Developer recognizes commity has a role.

Nbrhd - organized and has a right to give input.

Building in continuity in the neighborhood.

What Neighborhoods Need From Developers

Make time when everyone can meet.

Togetherness.

Recog. neghbd property rights.

Time to get back to members.

Recognize then neighborhoods know about their neighborhoods so are a source of expert info.

Common understg before starting.

Notice at earliest stage.

Way of meeting.

Recognize fear of nbrhds.

Inclusion in process of ident. sites for devel. Difficult if developer already owns land.

Retain character of neighbhd.

Archit. continuity.

Unst impact on childcare, school, recreation.

Parking problems. May be caused by current resid.

Research com'ty needs history, parking, shcools, traffic, seniors.

Utilize existing guidelines for housing.

Consider - existing land use.

Env. improvmts - trees.

Build back from prop. line - open space.

Talk to owners, not agents.

Access to decision-maker.

Comm'cate what you like to do & what you can do.

Plan for ugly debris boxes & cans.

Take into confidence on ability to complete project.

Panic buttons. A G.E. device for security - not provided by developer.
Include security in design.

Clean up.

Recog. addition to neighborhood affects value of all property.

Involve in preliminary design process.

Assurance project will be compl. in timely fashion, e.g. building season
6 months.

Comm'cate why stop, when it will be completed.

Money.

Open to participate in joint ventures.

Involve neighborhood in design process.

Use media that neighborhoods can relate to e.g. models.

Don't leave partly complete.

Don't leave vacant lots - clean up demolition.

Listen to physical problems of terrain.

Comm'cate when major noisy thing will happen.

Reports to neighborhood on progress of project.

Play area.

Help with reading plans & proj. reports. Make a simplified design?

Realistically priced within values of neighborhood housing.

Affordable - Conform to current values of existing houses. Recognition
of displacement.

Maintenance - after bldg. complete.

Aware of type of housing com'ty needs.

Hire nghbrhd people if possible.

Tell nghbrhd who to contact in dev. co.

Tell neighborhoods about preplanning conf.

What Developers Need From Neighborhoods:

Neighborhood contact - one person to talk to. Per group? May be more than one grp in the nbhd who disagree. May be slow process because ngbd act democratically.

Recog. downzoning increases price of project (houses).

Recog. cost of housing 4-5% if all requests met. 40-50% only if dev. don't work with nghbrds.

"Affordable" - term means housing available to low-moderate income people.

"Comparable" rather than "affordable".

Organiz. ability to represent whole nbrhd. Some don't belong but will talk for themselves.

Know who ngbhd assn. is:

Numbers of people

Leaders - can't commit ngbhd without talking to neighbors.

Geographic areas.

Is person representing self or nghbrhd.

Register with City.

Pro-active rather than reactive.

Dev. can't solve all ngbhd problems. Don't add more to the problem.

Nbhd aware of current zoning either live with it or change it before dev. comes in.

Open attitude toward growth.

Higher expertise in development. Recog. second opinion may be necessary.

See dev's perspective.

Unstd what zoning ord. says rather than what nbhd wishes. May have already tried to change - may not be happy anyway.

Recog. of property rights of vacant landowner.

Educate - do your homework before coming to City.
zoning ord.

Project plans/report.

EIR.

Delay projects for real needs.
More time to analyze.
Not to be obstructionist.

Binding argmt. bet. ngbd & Arch/Dev.

Preplanning mtg. ngbhd, dev., City.

Preapplication conference - for comm'cating guidelines.

Neighborhood needs to respond to preapp conference if dev. has prop under option.

Recog. developers need to work to earn living.

Impact "affordable" if number of units decreased.

Help with vandalism, security for site.

Recog. of professionalism of City required experts - e.g. geologists.

Recog. highest & best use of property may not be residential.

Recog. cost of duplic: information, plans etc.

Educate kinds about rocks, wet coment etc.

What City Staff Needs From Neighborhoods:

Responsiveness

Know who to contact.

Contact them.

Respond in timely (when requested) fashion.

Try to resolve aesthetic problems with developers before construction starts.

Contact people shd representative of nbrhds.

Resolve at staff level before going to Council or Mayor.

Capacity to deliver people to neigh mtg.

Put statements in writing summarize each point.

Provide before Pl. Com. Mtg.

Follow Pl. Com. agendas to know when projects are coming up (can't wait for City to notify).

Recog. need for housing in Oakland.

Notify City of change of leadership.

Leader notify everyone else in neighbhd.

What City Council/Plng Comm. Needs From Neighborhoods

Subscribe to Pl. Com. agenda.

Notify of meetings when you notify own members.

Discuss and negot. bet. dev/nbhd before public haring.

Read staff reports & EIR before public hearing.

Propose solutions not just remind of problems.

Disclose other groups who may be interested.

Be well organized - select a few speakers, not parade.

Plg. Com. & Council prefers one speaker - who gets more time.

Photographs, diagrams, other visuals.

Develop omsbudman-type process-an informal exchange.

Reduce concerns to substantive issues by meeting with dev. before Pl. Cm. hearing.

Identify whom you represent

Numbers of people - large or small.

Whether a meeting took place.

Who gave authority to represent nghbhd.

Neess to know if nghbhd wants Council/Pl. Com. input before formal hearings.

Recog. limitations of staff time, Council members time.

Invite Council members, Pl. Com to neigh meetings.

Unstd zoning of own neighborhds.

Put concerns in writing for City Council.

Clarify application by talking to staff before going to Plan. Com hearing and before going to Council.

Submit ocncerns in writing at pre app. conference.

Give input during building phase to Pl. Com. staff

Well-organized, outlined reports.

Need to know if issue requires work session.

What Neighborhoods Need From City Council/Plng Comm. (Volunteer)

Current zoning plan.

Not be held to 3-minutes - do evening work session on this issue in detail.

Recognize leaders are volunteers - no staff. no organ. money.

Pay attention to individuals or small groups.

Cooperation on downzoning.

Assign specific times to each issue on agendas. e.g. City Bd of Supes sets agenda times.

Blueprint to get thru process.

Cohesive plan - fewer studies.

More & better notice.

Bios of Pl Cm & Council.

City phone directory - sold - who does what.

Meet with both sides.

Notice of meetings when staff sets them.

What docs are pertinent.

Funding. Expansion of existing funding.

List of vocabulary to undstd what's being said.

Show respect for neighb. speakers.

What Neighborhoods Need From City Staff (employees of City)

Two weeks notice of meeting.

Hot line - can't reach anyone.

Recog. leaders are volunteers.

More evening meetings.

Takes time to organize consensus - meeting - typed report.

Subscription service for zoning change.

Comm'cation bet. City staffs of depts.

Timeline too short - need more notice of meetings.

Streamline & coordinate efforts of all depts.

Who is ultimate referee of planning process on issues that go before Pl Cm.

Show respect for speaker, for neighborhoods.

Faster response - br written comm. knowledge of referral to other dept.

Night desk or bureau to see plans.

Cross-reference directory.

Cooperation, desire to give info.

Notify dev. of nei. assn. or notify assn.

Notify of postponement.

Educ: Teach nbrhds what staff does.

NEXT STEPS

Transcribe grp men. 2 wks.

Comments from City Mgr. Norm Lind, and Planning Comm. Chr to come with transcribed material.

Addendum, recommendations.

List of those attending.

Write report of planning process to include in packet.

Statement at beginning of report:

Purpose of meeting to begin dialogue. People attending agreed in good faith to work toward a consensus.

Structure pre-clearance program - set ordinance.

Request radio, Cable TV coverage of Council, Pln Cm. meetings.

Meeting to follow-up.

ID housing needs.

how to preserve, rehab, existing housing.

Staff respond and make recommendations to Pln Cm & then Council/
Interim review by Nbrhds.

How to books by City staff

One for neighborhoods.

One for developers.

City Planning Dept. - Design Review Criteria for High Density Housing.



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